

Executive Registry

67-3085

THE WHITE HOUSE
WASHINGTON

June 22, 1967

MEMORANDUM FOR HEADS OF DEPARTMENTS AND AGENCIES

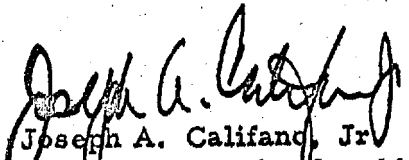
We are undertaking a comprehensive review of those reporting procedures whereby Department and Agency principals communicate with the President.

As a necessary preliminary, I would appreciate a detailed summary from you of all recurring reports furnished to the President and members of the White House staff. The details should include the days (or dates) on which reports are submitted; to whom they are sent; the source and date of the initial authorizing request. If you submit no reports, please specify that.

Periodic reports required by statute or Executive Order should be omitted from your summary.

It would be most helpful if you could send this information to Charles Maguire by next Friday, June 30.

In return, I am hopeful that we can clarify and simplify reporting procedures to the advantage of all parties.


Joseph A. Califano, Jr.
Special Assistant to the President

Not Referred to NSC - per NSC Waiver

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
UNCLASSIFIED		CONFIDENTIAL	
		SECRET	
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	DATE	INITIALS
1	DD/I		KAT
2			
3	Director/OBI		17
4			
5			
6			
ACTION		DIRECT REPLY	PREPARE REPLY
APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FILE	RETURN
CONCURRENCE		INFORMATION	SIGNATURE
Remarks: Please let me have your comments by the close of business on 28 June. Copies to OCI, ORR, CGS, OOR, FBIS, <u>OBI</u> , NPIC, /AS for response to Chief, Executive Staff, ODDI, by COB 28 June. Negative replies may be telephoned.			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
O/Executive Director/ [REDACTED] J			26 Jun 67
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FORM NO. 2-61

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